



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	MANAGEMENT ANALYST I I
Posting Number	PN# 110513
Department	Houston Emergency Center
Division	911 EMERGENCY
Section	
Reporting Location	5320 N. Shepherd
Workdays & Hours	Varied, normally M-F*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Researches, analyzes and monitors various financial and management reports. Prepare training material for financial systems and conduct user training. Prepare documentation on financial systems and write user procedures. Coordinates special projects related to fiscal services. Monitors and tracks specific fiscal instruments. Performs technical activities, such as reviews methods, activities, and procedures pertinent to budget and management investigations and studies. Maintains financial support system for in-house staff to manage special projects. Handles any special projects or related problems. Performs other duties as requested.

WORKING CONDITIONS

Performing these duties will involve the ability to visually observe and differentiate details; recognize sound, tone, and pitch; attend to details amid distractions; stand or walk for extended periods; ability to lift up to twenty (20) pounds; climb stairs; operate city vehicles; analyze abstract information; make quantitative computations; project and choose a course of action; speak and write clearly and effectively; apply specialized information; deal with people in tense situations; work as a member of a team; get people to cooperate.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

One year of administrative and/or professional experience in accounting, budget analysis, finance, public/business administration or a field directly related to the job is required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with strong computer skills, in Windows 2000 environment, Excel, Word, and Access.

SELECTION/SKILLS TEST REQUIRED

Work sample exercise, application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18	
\$1261 - \$ 1,699 Biweekly	\$32,786.00- \$44,174.00 Annually

OPENING DATE

May 17, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1840." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer